

Electoral Board Meeting DRAFT Minutes
(Board Meeting Minutes: September 2, 2016, 11:00 am, Registrar's Office, Winchester, Virginia)

Board Members:

Present: Jody Elson, Vice Chair, Deborah Ward, Secretary, and Liz Martin, Registrar.

Proceedings:

Meeting called to order at by Secretary, Deborah Ward at 11:08 am

Minutes from July 1, 2016 meeting reviewed and approved with changes. Minutes to be posted on City of Winchester website.

Upcoming Important Dates

Note – Veterans Day is Friday, November 11, 2016. Provisional votes need to be presented to the Registrar by Monday, November 14, 2016.

GR/EB – Handbook has changed

Make notes of all new addendums in the handbook.

Officers of Election Criteria

- a. Must be technology savvy
- b. Attend baseline training – Board may consider using County of Fairfax as a reference to decide number of OEs needed for Election Day.
- c. Suggestion to use videos for the City of Winchester. Contact a videographer to do this for the City of Winchester.
- d. OEs will need to be versed on all policies, procedures, and equipment on Election Day.
- e. Encouraged to get up and walk around if seated during the long day. Rotate positions if needed.
- f. Possible dress code for OEs – business casual.
- g. Send out Save the Date cards for training and election dates. Also will use email and postal mail to OEs. Registrar will send out.
- h. Each precinct will need approximately 15 people (13 with 2 extra (1 Head Officer, 1 Assistant Head Officer, 3 Electronic Poll Book Officers, 1 Procedural Specialist, 1 Scanner, 2 Handing out Ballots, 3 Crowd Workers))

- i. Check in using (2) High School Interns from Handley High School. Jody Elson, Vice Chair will check on.
- j. OE Training – Discussed using videos and a mock Election Day set up. Also, conduct a role play during training to go over difficult scenarios and questions.

Logic and Accuracy (L&A) for optical scanning machines

Registrar will notify party chairs via email and mail to inform them of L&A date and time (Wednesday, September 17, 2016 at 9 am).

Electronic Poll Books

Maintenance should be done by Sunday, November 6, 2016. Registrar will upload the information using VERIS information and flash drives. Will also ensure poll books are charged and ready for Election Day.

Central Absentee Precinct (CAP)

New Location – Conference Room at the Timbrook Building. Electoral Board will conduct a walk through to view the room.

Ballot Order Update

Registrar received ballot information from VERIS. Ordered folded and unfolded ballots for Election Day. Need to be approved and verified by the Board. Once they are ready to view, Board will approve and verify.

HOBNOB at Lord Fairfax Community College

Registrar and Electoral Board for City of Winchester to showcase new voting equipment at HOBNOB on Friday, September 9, 2016 from 5:30 to 8:30 pm. Opportunity for City of Winchester voters to view and cast mock ballots using the new optical scanning machine. Jody Elson, Vice Chair, will check on booth space and cost.

Next meeting: To be determined during L&A

- Meeting adjourned at approximately 1:17 pm
- Minutes submitted by Secretary, Deborah Ward